



Revocable Encroachment Permits

Frequently Asked Questions

Q: What is a Revocable Encroachment Permit?

A: All work performed in a county right-of-way requires a Revocable Encroachment Permit. The term "work" includes: new driveways and improvements to existing driveways, storm drain/culvert installations, utility connections and installations, new road construction, temporary access, sidewalks, miscellaneous roadway installations (i.e., curbs, guardrails, etc.), fences, retaining walls, and landscaping.

Q: Why am I required to submit a Revocable Encroachment Permit application if I'm just building on my property and not working in the right-of-way?

A: Starting in January 2006, the County requires a Revocable Encroachment Permit for all building permits in order to verify existing accesses onto the county roads and to make sure they are up to the current County Road Standards, approved in 2005. If the inspector determines that improvements need to be made, a permit will be issued. If no improvements are needed, the inspector will issue a waiver from doing any work in the right-of-way at this time.

Q: How do I apply?

A: Applications are available at, and must be submitted to, Whatcom County Public Works – Engineering Division. It is also available on our website at <http://www.co.whatcom.wa.us/publicworks/engineering/index.jsp> under "Forms." The following information is required on the application: assessor's parcel number, job address and/or location, owner and/or contractor name with a daytime phone number, description of the work to be performed, and a signature of the owner and/or contractor. A site plan or drawing must accompany the application.

Q: What next?

A: A Public Works inspector will visit the site. Applicants are asked to flag the work area to help the inspector locate it quickly. He/She will work with the applicant to ensure compliance with Whatcom County Road Standards and to ensure that the work will not cause damage to public property or create future problems.

The permit is usually issued within seven to ten business days after the application is submitted; however, during the summer months, permits may take more time to issue due to the influx of applications received. Bonds, or assignment of funds, may be required for major work within the County right-of-way.

The applicant must contact the inspector 24 hours before construction begins and to request an inspection.

Conditions, which apply to the proposed work, will be listed on the permit.

Q: How much does it cost?

A: Below is a listing of the current fee schedule for Revocable Encroachment Permits effective April 1, 2009.

Administrative

Application Fee included

Driveways

Residential (New & Improvement to existing) \$75.00

Commercial \$100.00

Storm Drain/Culvert Installations

50 feet or less (fill-in ditches outside driveway) \$100.00

Between 50 feet and 300 feet min \$300.00 \$200.00

Over 300 feet \$0.35/foot

Utility Connections

Residential (up to 100-ft connecting line) \$75.00 ea

Commercial (up to 100-ft connecting line) \$75.00 ea

Over 100 feet connecting line \$0.30/foot

Utility Installations

Water lines and hydrants (up to 500-ft) min \$225.00

Over 500 feet \$0.35/foot

Sewer lines (up to 500-ft) min \$225.00

Over 500 feet \$0.35/foot

Gas, power & communications (up to 600-ft) .. min \$325.00

Over 600 feet \$0.15/foot

Road Construction

Plat roads (up to 300-ft) min \$325.00

Over 300 feet \$0.90/foot

Sidewalks

Up to 500 feet min \$175.00

Over 500 feet \$0.30/foot

Miscellaneous Roadway Installations

Curb, guardrails, etc. (up to 500-ft) min \$175.00

Over 500 feet \$0.30/foot

Fences, Retaining Walls, Landscaping

Up to 250 feet min \$75.00

Over 250 feet \$0.30/foot

Q: When is the process complete?

A: When the inspector has determined that the work is complete. He/She will make a final field inspection and finalize the permit.

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